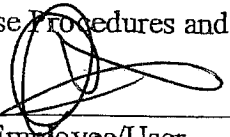


the School Board, its members, administrators and employees, including its computer operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the School District computer system.

Printed Name of Employee/User: E. Patrick Archuleta

School/Work Site: Carlos Vigil Middle School

I hereby certify that I will abide by the conditions set forth in this document, the School District's Acceptable Use Procedures and Computer and Internet Code of Conduct.

  
\_\_\_\_\_  
Signature of Employee/User

Date: 7/1/13

A copy of this signed form shall be maintained in the employee's personnel file.

# Espanola Public Schools

## Insurance Acknowledgement Form

I Patrick Archuleta, acknowledge receipt of notification that the enrollment period for insurance coverage is 31 days from my hire date of ~~July 1, 2013~~ August 12  
And that I must contact the Insurance Coordinator in the Benefits Office, at 367-3315,  
no later than September 13, 2013

  
\_\_\_\_\_  
Signature of Employee

7/1/13  
\_\_\_\_\_  
Date

### For Office Use Only:

Base Salary \_\_\_\_\_

Actual Salary \_\_\_\_\_

FTE \_\_\_\_\_

# of days worked \_\_\_\_\_

**Human Resources Office**

Website: [www.k12espanola.org](http://www.k12espanola.org)

714 Calle Don Diego

Española, New Mexico 87532

Phone 505-753-2254

Fax 505-753-4699



Reaching for Excellence

**Staff**

Esther Romero, HR Manager

Crystal Lea Garcia, HR Officer

Kina Quintana, HR Coordinator

## Acknowledgement of Receipt

I have reviewed and received a copy of the Espanola Public Schools Employee Orientation Handbook:

Patrick Archuleta  
Print Name

[Signature]  
Sign Name

July 1, 2013  
Date

**Human Resources Department**

Website: [www.k12espanola.org](http://www.k12espanola.org)

714 Calle Don Diego

Espanola, New Mexico 87532

505-753-2254

Fax 505-753-4699

★ **Espanola** ★

PUBLIC SCHOOL DISTRICT #55



Reaching for Excellence

**Staff**

Esther Romero, HR Manager

Crystal Garcia, HR Officer

Kina Quintana, HR Coordinator

**Espanola Public School District  
Statement of Confidentiality**

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As an employee of the Espanola Public Schools, I understand that some of my work will involve access to information/records that are considered confidential.

I acknowledge my responsibility to respect the confidentiality of department records, to follow office procedures in order to protect privacy, and to act in a professional manner, both to the public and over the phone.

I further understand that if I am found acting indiscreet with confidential material or not protecting privacy of others through my actions, I shall be subject to discipline, up to and including suspension, termination or discharge, in accordance with Board Policy, negotiated agreements and applicable law. I understand that action to be necessary in order to maintain high professional standards of the office and integrity of the District.

I have read and understand the above statements regarding the confidentiality of information I may have access to in the course of my employment with the District. I have discussed any questions I have about these statements with my supervisor. I understand the special nature of my role in the Espanola Public Schools, the importance of confidentiality in this role, and agree to adhere to policy regarding preservation of the confidentiality and integrity of District information.

X

Signature of Employee

*E. Patrick Archuleta*

Date

*July 1, 2013*

**Patrick Archuleta**  
**Teach - Science (CFVMS) (193)**

612 camino santa cruz  
espanola, NM 87532  
[patrick\\_e\\_archuleta@nnmc.edu](mailto:patrick_e_archuleta@nnmc.edu)  
(505) 692-5657

**PERSONAL INFORMATION**

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**General Information**

How did you learn about this position? District Web Site

**Contact Information**

First Name	Patrick	Last Name	Archuleta
Middle Name		Other Name	
Email	patrick_e_archuleta@nnmc.edu	Have you worked here before?	Yes
Last 4 Digits of Social Security Number	6966	Primary Phone	5056925657
Alternate Phone	5059275911		

**Present Address**

Street	612 camino santa cruz	City	espanola
State	New Mexico	Zip Code	87532

**Work Authorization**

Are you legally able to work in the U.S.? Yes

**BACKGROUND INFORMATION**

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**Background**

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from the employment of another school district?

No

If yes, please give the name of the district, the date and the reason for the resignation or termination

**EDUCATION**

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**Secondary/High School Information**

School Attended	Northern New Mexico College	City/State	Espanola, NM
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**Undergraduate Institution #1**

Type of School	College/University	Name of School	Other: Northern New Mexico College
City	Espanola	State	Nebraska
Attended From (mm/yyyy)	01/2009	Attended To (mm/yyyy)	05/2013
Graduation Date (mm/yyyy)	05/2013	Degree	Bachelor of Arts
Subject	Early Childhood Education	GPA	3.55
Semester Credit Hours Earned	172		

**Undergraduate Institution #2**

Type of School	Name of School
City	State

Attended From (mm/yyyy)  
 Graduation Date (mm/yyyy)  
 Subject  
 Semester Credit Hours  
 Earned

Attended To (mm/yyyy)  
 Degree  
 GPA

**Undergraduate Institution #3**

Type of School  
 City  
 Attended From (mm/yyyy)  
 Graduation Date (mm/yyyy)  
 Subject  
 Semester Credit Hours  
 Earned

Name of School  
 State  
 Attended To (mm/yyyy)  
 Degree  
 GPA

**Graduate Institution #1**

Name of School  
 From (mm/yyyy)  
 Graduation Date (mm/yyyy)  
 Semester Hours Credit  
 Degree Subject

City/State  
 To (mm/yyyy)  
 GPA  
 Degree

**Graduate Institution #2**

Name of School  
 From (mm/yyyy)  
 Graduation Date (mm/yyyy)  
 Semester Hours Credit  
 Degree Subject

City/State  
 To (mm/yyyy)  
 GPA  
 Degree

**Graduate Institution #3**

Name of School  
 From (mm/yyyy)  
 Graduation Date (mm/yyyy)  
 Semester Hours Credit  
 Degree Subject

City/State  
 To (mm/yyyy)  
 GPA  
 Degree

**JOB SKILLS****Activities**

List activities you are willing to sponsor

**I am willing to sponsor Science clubs, Ski Clubs, Explorers Clubs, Student Government Clubs, Honor Society Clubs, Athletic Clubs, Music Clubs and Technology Clubs.**

If appointed to the staff, are **Yes**  
 you willing to accept  
 assignments where your  
 services are needed?

**Certification Information/Professional Certificate #1**

Certification Area **5-9 Science**  
 Code Number  
 Expiration Date

Certification Area Type **Licensed**  
 Grade Level

**Certification Information/Professional Certificate #2**

Certification Area  
 Code Number

Certification Area Type  
 Grade Level

Expiration Date

**Certification Information/Professional Certificate #3**

Certification Area

Code Number

Expiration Date

Certification Area Type

Grade Level

**Out of State Certification Information**

Certification Area

Details

**REFERENCES****Zach Leonard**

Title	Science Coach and Learning Planner	Relationship	Other - Science for Ed Instructor
Address	710 B Riverside Drive	City	Espanola
State	New Mexico	Zip	87532
Country	USA		
Email	zleonard@lanl.gov	Phone	699-4053
From	08/2011	To	present
Reference Letter	<a href="#">ref letter zach leonard.doc</a>		

**Norma Robinson**

Title	Psychology and Sociology Instructor	Relationship	Other - Psychology Instructor
Address	921 Paseo de Onate	City	Espanola
State	New Mexico	Zip	87532
Country	USA		
Email	norma@nnmc.edu	Phone	(505)747-2100
From	01/2009	To	present

**Anita Roybal**

Title	Placement Director NNMC	Relationship	Other - Student Teaching Instructor
Address	921 Paseo de Onate	City	Espanola
State	New Mexico	Zip	87532
Country	USA		
Email	anitar@nnmc.edu	Phone	5057472100
From	11/2012	To	present

**EMPLOYMENT HISTORY****Present Position**

Present Title	Master Barber	Name of Employer	Cutting Edge Barber Shop Tom Borrego
Employer's Address	710 b Riverside Drive	Employer's City	Espanola
Employer's State	New Mexico	Employer's Zip Code	87532
Start Date	07/10/2009	Supervisor Name	Tom Borrego
Supervisor Phone Number	505-901-2979		

**Professional Experience #1**

From (mm/yyyy)	01/2013	To (mm/yyyy)	06/2013
School/Complete Address	Los Alamos Middle School 2101 Hawk Dr, Los Alamos, NM 87544		
	(505) 663-2375		
Assignment	Student Teaching	Reason For Leaving	15 week session

**Professional Experience #2**

<i>From (mm/yyyy)</i>	<b>09/2012</b>	<i>To (mm/yyyy)</i>	<b>12/2012</b>
<i>School/Complete Address</i>			
<b>James H. Rodriguez Elementary School</b>			
<b>333 N Coronado Ave</b>			
<b>Espanola, NM 87532</b>			
<b>(505) 753-2256</b>			

<i>Assignment</i>	<b>Student Observations</b>	<i>Reason For Leaving</i>	<b>15 week session</b>
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**Professional Experience #3**

<i>From (mm/yyyy)</i>	<b>01/2012</b>	<i>To (mm/yyyy)</i>	<b>06/2012</b>
<i>School/Complete Address</i>			
<b>Mountain Elementary School</b>			
<b>2280 N Rd, Los Alamos, NM 87544</b>			
<b>(505) 663-2325</b>			

<i>Assignment</i>	<b>Teaching and Diagnosis of Reading</b>	<i>Reason For Leaving</i>	<b>15 week session</b>
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**Professional Experience #4**

<i>From (mm/yyyy)</i>	<b>01/2010</b>	<i>To (mm/yyyy)</i>	<b>07/2012</b>
<i>School/Complete Address</i>			
<b>Carlos Vigil Middle School</b>			
<b>1260 Industrial Park Rd, Espanola, NM 87532</b>			
<b>(505) 753-1348</b>			
<b>Espanola Valley High School</b>			
<b>1111 El Llano Rd</b>			
<b>Fairview, NM 87533</b>			
<b>Phone: (505) 753-2254</b>			

<i>Assignment</i>	<b>Academic Tutor / College Prep Tutor</b>	<i>Reason For Leaving</i>	<b>Further my education for teaching</b>
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**Experience Summary**

Actual experience in a scholastic environment (with the exception of non-academic experience).

<i>Years of teaching experience</i>	<b>5</b>	<i>Years of administrative experience</i>	<b>0</b>
<i>Years of classified experience</i>	<b>0</b>		

**COVER LETTER****Cover Letter**

<i>Resume</i>	<b>Available on Request</b>
<i>Cover Letter</i>	<b>Available on Request</b>

**ATTACHMENTS****Attachment**

<i>Resume</i>	<a href="#">Resume pat.doc</a>
<i>Transcript</i>	<a href="#">Transcript Data.docx</a>
<i>Certification</i>	<a href="#">Available on Request.docx</a>

**DISCLAIMERS AND AFFIRMATION***District Policy*

**The School District does not discriminate on the basis of race, color, national origin age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the**



regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.

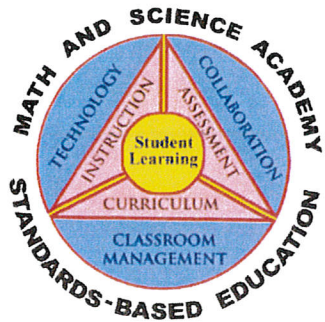
*Application Confirmation Statement*

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

*I agree to the terms above*      **Affirm**

*Initials*      **epa**

*Affirmation Date*      **06/04/2013**



## NORTHERN NEW MEXICO MATH AND SCIENCE ACADEMY

710B N. RIVERSIDE DR., ESPAÑOLA, NM 87532

PHONE: 505-747-7883 FAX: 505-747-7880

MSA STAFF: CAROL H. BROWN, LORENZO GONZALES, MELISSA  
SALAZAR & ZACHARY LEONARD



October 22, 2012

To Whom it May Concern:

I am pleased to recommend Patrick Archuleta for a Student Teaching Position. Patrick was my student in the fall of 2011 when I taught the Northern New Mexico College course EDU. 313, *Science and Math for Teachers*. During the short time I worked with Patrick, he displayed a high degree of integrity, responsibility, and initiative. Additionally, he demonstrated the ability to work hard through timely delivery of weekly assignments and projects.

Patrick consistently displayed his passion for learning and the subject matter through his full engaged in our frequent small and whole group discussions. He never hesitated to share his own thoughts with classmates while at the same time always listened respectfully. It was clear from my interaction with Patrick that he is naturally curious and embraces new learning as a way of life for himself - a critical attribute all good teachers should have. Additionally, Patrick embraced the practices of reform science and mathematics teaching, believing that students learn best when they start with a concrete experience. Further, he became a strong advocate for science and mathematics writing as a vehicle for conceptual understanding, and embraced the practice of science notebooking.

I am confident that Patrick will be a tremendous asset to education in Northern New Mexico and I am pleased to give him my wholehearted endorsement for a Student Teaching Position. If you have further questions, please do not hesitate to call or email me at the contact information below.

Best regards,

Zachary A. Leonard, MST  
Science Education Specialist  
Los Alamos National Laboratory Math and Science Academy  
505-699-4053, [zleonard@lanl.gov](mailto:zleonard@lanl.gov)

# Patrick E. Archuleta

## Objective:

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To provide experienced and professional work for colleges, high schools, middle schools, and communities in the northern New Mexico area, mainly in the education and political field. Also provide volunteer work in areas of tutoring, mentoring and haircutting.

## Experience:

### Santa Fe County Clerk's Office

- Proof read documents for recording. Made sure documents had Notary stamp and signature, Grantor and Grantee signatures, and legal descriptions of property. Recorded documents into Santa Fe County records. Provided Treasurers office updated billing information. Issued and recorded marriage licenses. Recorded all land plat surveys for Santa Fe County Clerk's office. Conducted numerous Title Searches for All title companies for Santa Fe County. Collected money for recording and balanced all of Clerks office financial collections at the end of work days.
- Worked for Santa Fe County Bureau of Elections setting up poll workers with necessary supplies, delivered voting machines to polling sites, Collected absentee ballots and ballot information tape for all voter precinct results to be tallied and received phone calls to verify voter registration from the public.

### NM State Legislature

- For two Legislative sessions I delivered confidential Senate bills to Governors office and to other various Senate members for signature. I attended hearings in the Senate Chambers and participated in Education Committee meetings, Finance Committee meetings, Judicial committee meetings, and various other Senate committee meetings
- Senate Vote Counter- 2003 Session and 2004 Session  
For two Sessions Counted Senates votes for ALL Senate bills that were passing or failing before forwarding to the House of Representatives.

## Education:

<b>Bachelors Degree</b>	Northern New Mexico College	Espanola, NM
<b>Elementary Education</b>		
Major: Humanities		
3.58 GPA		
Phi Theta Kappa Honor Society		

<b>Associates Degree 2010</b>	Northern New Mexico College	Espanola, NM
<b>Elementary Education</b>		
3.63 GPA		
Cum Laude		
Phi Theta Kappa Honor Society		

<b>Associates Degree 2010</b>	Northern New Mexico College	Espanola, NM
<b>Barbering</b>		
3.63 GPA		
Cum Laude		
Phi Theta Kappa Honor Society		

## **Patrick E. Archuleta**

### **ASNNMC, Resolutions, Committees, Special Projects**

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#### **Phi Theta Kappa Honor Society**

##### **President- Fall 2011- Spring 2013**

As president and as a member since 2010 I participated in tutoring, blanket drives, commit to complete, and other community events. I also attended conferences and served as Regional Representative of Northern New Mexico for one semester.

#### **ASNNMC Associated Students of Northern New Mexico College**

##### **Senator – Spring, Fall 2009, Spring 2010**

As a member of the Student Senate I introduced bills of concern to NNMC students on topics such as wireless internet, student housing, and cafeteria hours.

##### **Treasurer - Fall 2009 to Spring 2008**

As Student Senate Treasurer I Increased Student Senate Budget from \$10,000.00 in 2006-2007 to \$28,000.00 in 2007-2008.

Updated previously outdated records with a new financial system and maintained accurate records for Senate Finance.

##### **President - Fall 2008 to Spring 2009**

As President of the Student Senate I enhanced student life at the NNMC campus by upgrading NNMC's Student Lounge with added space, new paint, flat screen TV's, computers, color printer and video games, and also created NNMC's first Spirit Week and Homecoming ever in History.

#### **Resolutions and Legislation:**

As President of ASNNMC, I recommended Legislation to have NNMC Student Representation on Board of Regents. (Senator Richard Martinez created the legislation in support for Amendment of State Statute. However resolution was not supported by College Regents (5-0) and therefore Senator Martinez dropped Legislation.) Also as President, I recommended creation of a Memorial Garden in remembrance of NNMC Past President Connie Valdez. She was the first Hispanic Woman to be President of a two year institution

#### **Committees, Community Groups, and Projects**

NNMC Student Learning Assessment Committee  
NNMC Strategic Planning Committee  
NNMC Athletic Committee  
NNMC 100<sup>th</sup> Year Anniversary Committee  
NNMC Hiring Committees for Men's and Women's Coaches  
Big Brothers Big Sisters  
AVID Tutoring  
ENLACE Mentoring  
NNMC TV station host for programs on "Canal Seis"  
JSEC Scholarship recipient  
NNMC's Foundational Scholarship recipient for Educators  
NNMC Teach Grant Scholarship recipient for Educators  
HACU 2011 Conference Scholarship recipient  
Volunteer at NNMC home basketball games.  
Basketball Tournament fundraiser of 8,000.00

**References: available upon request**

**CERTIFIED CONTRACT**  
**ESPANOLA PUBLIC SCHOOL DISTRICT**  
**2014-2015**

Authority: This contract is issued pursuant to Sections 22-5-14, 22-2-1 and 22-10-11, New Mexico Statute Annotated and applicable regulations of the New Mexico Public Education Department.

The Superintendent of the Espanola Public Schools, Espanola, New Mexico, herein "Superintendent,"  
and, **Archuleta, Patrick E.** a certified instructor, herein "Employee," agree:

1. The Superintendent employs the Employee for the school year 2014-2015 beginning **8/11/2014** and ending on **5/29/2015** as specified by the School District's calendar for the current school year, subject to adjustment for required makeup days.
2. The employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his/her authorized representative
3. Employee acknowledges and agrees that, if Employee holds a Substandard license, Employee is required, as part of Employee's obligations hereunder, to present the Superintendent or his/her designee with documentation of Employee's compliance with the requirements of the New Mexico Public Education Department for employment pursuant to such Substandard license.
4. In accordance with the School District's approved salary schedule for the current school year the Employee's total salary is **\$35,364.00**, less required or authorized deductions, based upon the following factors: **BA** degree, **0** additional approved semester hours, and **1** year of allowable experience. The contract for the current school year is based upon a school year of **184** working days **184** FTE, subject **1.00** approved budget plus:  
For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulation of the School District.  
All the foregoing factors are subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract, and of any amounts already paid, will be made after consultation with the Employee.  
The Superintendent maintains the right to reassign the employee, pursuant to House Bill 212.
5. This contract and the parties hereto are, and shall continue to be, subject to applicable laws of the State of New Mexico and to the rules and regulations of the Public Education Department and the Policies of the School District, as they may exist.
6. This contract may be cancelled by the Superintendent for just cause, provided, that any such cancellation may be effected only in accordance with New Mexico law and any applicable rules and regulations of the Public Education Department or of the School District.
7. This contract may be canceled by the Superintendent for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment, or a decrease or revision of educational programs, or insufficient legislative appropriation, or authorization being made by the state or federal government for the performance of this contract, in accordance with New Mexico law and any applicable rules and regulations of the Public Education Department and of the School District.
8. Employee agrees that in the event of Employee's resignation, Employee shall provide the Superintendent with at least 30 days written notice of the Employee's intent to resign, and, in the event that the Employee fails to give such notice, the Superintendent shall be entitled, in his/her discretion, to file a written complaint to the Public Education Department requesting the suspension or revocation of the Employee's license.
9. The Employee shall furnish the Superintendent or his/her designee the following: (a) proper licensure from the New Mexico Public Education Department for the position the Employee will hold hereunder; (b) an official transcript of the Employee's education record and training; (c) suitable evidence of date of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by applicable laws of the State of New Mexico and the rules and regulations of the Public Education Department or the policies of the School District. Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico law and any applicable rules and regulations of the Public Education Department or of the School District.
10. The employee agrees to follow all school board policies and to the fulfillment of the duties contained in the job description, as well as to meet the expectation of improving on student test scores and students' achievement and to comply with required training and any additional duties before and after school, including school breaks and weekends which may be assigned from time to time, as part of the employee's employment with the School District. Employee agrees that fulfillment of all the duties and conditions contained, herein, whether done during the regular work day or outside the regular work day are part and parcel of work, which is agreed upon. No additional compensation from the District is required for the fulfillment of these duties. The District will address additional compensation where required to do so as a matter of law or pursuant to the Public Education Department regulation or directive.

11. ESPANOLA PUBLIC SCHOOL DISTRICT

By: \_\_\_\_\_

Superintendent

Date: **7/14/2014**

\_\_\_\_\_  
Employee

Date: **7/16/14**